



Supervisors Responsibilities

Module III

What you will learn in this module

- What is a supervisor?
- Supervisor Qualifications.
- Term of Office.
- Organization of the District Board.
- Responsibilities of a Conservation District Supervisor.
- Summary.

What is a Supervisor?

- Five board members known as district supervisors make up the governing body of a conservation district.
- Supervisors serve as representatives of landowners and the general public in their community, providing direction toward natural resource conservation programs available through the conservation district.
- Supervisors work in accordance with Kansas Law, K.S.A. 54-106 to determine local priorities most effective in controlling erosion or improving water quality based upon critical needs identified within the county.

Supervisor qualifications

- Any qualified elector residing in the district is eligible to serve as a district supervisor.
- A qualified elector is:
 1. Any U.S. citizen,
 2. 18 years of age or older, and
 3. resides in the district.
- Supervisor qualifications are stated in the Conservation District Law, K.S.A. 2-1907

Term of office

- Elected supervisors serve a 3 year term.
- A district supervisor shall hold office until a qualified successor is elected or appointed.
- An incumbent supervisor must declare as a candidate and be nominated to run for election.
- Expiration of district supervisors terms are staggered so one or two supervisors are elected each year.

Organization of the conservation district board

- The district board of supervisors should re-organize and elect officers at the first board meeting after the annual meeting election.
- Elected officer positions and common duties:
 1. The **Chairperson** is elected by the other board members to lead and accept responsibilities on behalf of the district board of supervisors; set the agenda; preside at meetings; appoint committees; assign responsibilities and orient new board members.

(cont.)

Organization of the conservation district board (cont.)

2. The **Vice-Chairperson** assumes all duties and responsibilities in the absence of the chairperson in conducting the meeting. They also arrange special programs for the regular board meetings and serve as chair of at least one standing committee.

(cont.)

Organization of the conservation district board (cont.)

3. The **Secretary** notifies board members of each meeting; places business items on the agenda; keeps the board meeting minutes, records committee actions and correspondence on behalf of the board; documents all forms of communications and prepares district reports. *(This is an optional board position.)*

(cont.)

Organization of the conservation district board (cont.)

4. The **Treasurer** oversees the conservation district finances and usually serves as chair of the finance committee. They keep complete financial records; approve claim vouchers; present treasurer reports; and oversee development of the conservation district budget.

(cont.)

Organization of the conservation district board (cont.)

5. **Associate Supervisors or Advisors** are officially appointed by the board as advisors and representatives. Associates or Advisors cannot vote on board decisions, but provide knowledge and experience to help with the decision making process. (*This is an optional board position.*)

Responsibilities of a conservation district supervisor

- Attend regular and special board meetings
- Operate the district as a political subdivision of state government.
- Keep in close contact with the SCC on all administrative matters.
- Cooperate with other districts, agencies and community groups to promote conservation of our natural resources.

(cont.)

Responsibilities of a conservation district supervisor (cont.)

- Plan each year's district activities with an annual plan of work.
- Review and approve conservation plans developed by the NRCS personnel.
- Manage all funds, facilities, and equipment belonging to the district.
- Attend the SCC Spring Workshops, KACD Fall Meetings, the KACD Annual Convention and other related meetings.

(cont.)

Responsibilities of a conservation district supervisor (cont.)

- Review local requests for state-cost share assistance on projects and recommend approvals to the SCC.
- Employ secretarial and technical help and determine qualifications, duties, and compensation.
- Develop programs to furnish to landowners and others the technical, financial, and material assistance needed for the purpose of carrying out a conservation program.

(cont.)

Responsibilities of a conservation district supervisor (cont.)

- Determine priority of work to be accomplished through the district.
- Cooperate with other districts in multi-district resource activities such as watershed, comprehensive planning, and resource conservation and development projects.
- Delegate to employees appropriate responsibilities.

(cont.)

Responsibilities of a conservation district supervisor (cont.)

- Secure operating moneys for the district through the county commissioners, the State of Kansas, and through local donations and other revenue sources.
- Establish business procedures required for adequate plans, records, accounting, and sound financial management.
- Additional responsibilities may be found in the Supervisor's Handbook.

Review Questions

1. A qualified elector is:
Any U.S. citizen 18 years of age or older,
resides in the district and is a landowner.

True or False?

2. Expiration of district supervisors terms
are staggered so one or two supervisors
are elected each year.

True or False?

(cont.)

Review Questions

3. The Chairperson sets meeting agendas?

True or False?

4. Elected board members review requests for state-cost share assistance on projects and recommend approvals to the SCC.

True or False?

Review Question Answers

1. A qualified elector is:
Any U.S. citizen 18 years of age or older,
resides in the district and is a landowner.
False (electors are not required to be
landowners)
2. Expiration of district supervisors terms
are staggered so one or two supervisors
are elected each year. True

Review Questions Answers (cont.)

3. The Chairperson sets meeting agendas? **True**
4. Elected board members review requests for state-cost share assistance on projects and recommend approvals to the SCC. **True**

Summary

As a public official, a district supervisor is responsible to the people of their district and state. Urban and rural residents, agricultural producers, and any qualified elector residing in the district are eligible to serve as a district supervisor. Supervisors develop programs to furnish to district cooperators and others the technical, financial, and material assistance needed for the purpose of carrying out a conservation program.

Resources Available

- **Resources**

- Conservation District Handbook
- Conservation District Law
- “Proud to Serve” Recruitment Reference Book

- **Where to find**

- Located in each district office
- Located in Chapter 6 of the Conservation District Handbook
- Located in each district office
- http://www.nacdnet.org/resources/guides/Community_outreach_guide.doc